



Job Opportunity

State Controller's Office

Position: Associate Governmental Program Analyst or
Staff Services Analyst

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall, Suite 1508, Sacramento, CA 95814

Issue Date: July 26, 2000

Final Filing Date: Until Filled

Contact/Telephone:

Janet Miura, (916) 322-2688

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-5393-001
051-120-5157-xxx

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direction of the Manager of Planning and Facilities Management (Staff Services Manager I), serve as a contract and procurement analyst for the Office.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Coordinate the centralized administration of the Office's contract function.
- Provide coordination and oversight of the Office's IFBs and RFPs.
- Develop and input advertisements on the DGS Contract Register website for all of the Office's IFBs and RFPs; mail bid packages; conduct public bid openings; perform initial review for adherence to technical requirements; coordinate responses to vendor/bidder protests.
- Coordinate the centralized administration of the Office's procurement functions, reviewing procurement documents for adherence to all procurement-related policies, procedures, and guidelines.
- Provide consultation services and training to the Office's staff on contract and procurement procedures, rules, and regulations.
- Serve as a liaison for the Office on contract and procurement issues with staff from various control agencies.

Desirable Qualifications

- Journey level knowledge of State procurement and contracting rules and regulations;
- Excellent communication skills;
- Excellent negotiation and resolution skills;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



- Ability to provide appropriate direction and build cooperative relationships with analysts performing procurement and contracting functions;
- Ability to manage multiple priorities;
- Ability to work well with changing deadlines and priorities.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

300 Capitol Mall, Suite 1508

Sacramento, CA 95814

Attn: Janet Miura